

BOARD OF WARSAW-WAYNE TOWNSHIP FIRE PROTECTION TERRITORY

April 2, 2019

4:00 P.M.

REGULAR SESSION

The Board of Warsaw-Wayne Township Fire Protection Territory met on Tuesday, April 2, 2019 at 4:00 P.M. in the City Hall Council Chambers. The following persons were noted as present or absent:

PRESENT: Mayor Joseph Thallemer, Board Members Gordon Nash and Jeanie Stackhouse.
Also present Fire Chief Michael Wilson and Recording Secretary Shirley Fetrow

ABSENT: Board Members Brandon Schmitt, Mike Klondaris and Fire Territory Attorney Andrew Grossnickle

Mayor Thallemer called the meeting to order. A Moment of Silence followed the Pledge of Allegiance.

Mayor Thallemer noted a quorum.

MINUTES –

After no additions or corrections were noted, Board Member Nash made a motion to approve the March 5, 2019, Minutes as written; seconded by Board Member Stackhouse. No further discussion. All members present were in favor.

RECOGNITION OF VISITORS –

REPORTS / ORAL & WRITTEN COMMUNICATIONS –

MONTHLY RESPONSE REPORT – FEBRUARY 2019 – Chief Wilson summarized the monthly response report for February 2019. (Documentation attached to Minutes).

MONTHLY EXPENDITURE REPORTS – FEBRUARY 2019 – Chief Wilson summarized the Operating Fund (Fund 103) expenditure report for February 2019. Mayor Thallemer entertained a motion to approve. Board Member Stackhouse made a motion to approve; seconded by Board Member Nash. No further discussion. All members present were in favor. (Documentation attached to Minutes).

Chief Wilson summarized the Equipment Replacement Fund (Fund 410) expenditure report for February 2019. Mayor Thallemer entertained a motion to approve. Board Member Stackhouse made a motion to approve; seconded by Board Member Nash. No further discussion. All members present were in favor. (Documentation attached to Minutes).

Mayor Thallemer noted there were no expenditures for the City Capital Projects Fund (Fund 406) for February 2019. Mayor Thallemer entertained a motion to approve. Board Member Nash made a motion to approve; seconded by Board Member Stackhouse. No further discussion. All members present were in favor. (Documentation attached to Minutes).

UNFINISHED BUSINESS –

NEW BUSINESS –

SANDS OFFICE EQUIPMENT SERVICE, INC. MAINTENANCE AGREEMENT – Chief Wilson noted the 13-year old copier/printer/fax machine at Station 1 was replaced. Chief Wilson presented a yearly Maintenance Agreement with Sands Office Equipment that would cover all parts, labor and cartridges. Mayor Thallemer entertained a motion to approve the Maintenance

Agreement with Sands Office Equipment. Board Member Stackhouse made a motion to approve; seconded by Board Member Nash. No further discussion. All members present were in favor. The Agreement will go to the Board of Works on April 8, 2019 for final approval. (Documentation attached to Minutes).

CUMMINS SALES AND SERVICE MAINTENANCE AGREEMENT – Chief Wilson indicated the Maintenance Agreement with Cummins includes the police department’s generator and the fire department’s Station 1 and Station 2 generators. Station 3’s generator is currently under a 1-year maintenance warranty. There is no cost increase for 2019. After no questions were raised, Mayor Thallemer entertained a motion to approve. Board Member Nash made a motion to approve; seconded by Board Member Stackhouse. No further discussion. All members present were in favor. (Documentation attached to Minutes).

TRAVEL REQUESTS – No questions were raised regarding the travel requests. Mayor Thallemer entertained a motion to approve the travel requests. Board Member Stackhouse made a motion to approve; seconded by Board Member Nash. No further discussion. All members present were in favor. (Documentation attached to Minutes).

OTHER MATTERS THAT MAY COME BEFORE THE BOARD –

BEST PRACTICES - The Battalion Chiefs have been reviewing and revising the department’s Best Practices, formerly named the Standard Operating Guidelines. Chief Wilson distributed to the Board Members five currently completed Best Practices, and indicated as additional Best Practices are completed they, too, will be presented to the Board Members. Chief Wilson asked Board Members to review the guidelines which will be brought back to the Board Members for approval and included on the May 7th agenda. Once approved at the Fire Territory Board meetings, the Best Practices will go to the Board of Works for final approvals. Chief Wilson informed the Board Members if they have any questions as they are reviewing the Best Practices, they can schedule a meeting or stop in Station 2 to discuss with the Battalion Chiefs. (Documentation attached to Minutes).

STATION 3 UPDATE – Chief Wilson informed the Board Members that meetings have taken place with Martin Riley Architects in reference to the punch list at Station 3. When a contractor finishes a building, it’s the responsibility of the architect/design engineer to give their final stamp of approval on the project. Martin Riley Architects have addressed a few minor issues with the builder, Mosaic, with no response. A letter has been drafted which will be mailed to Mosaic. Martin Riley has not released the \$50,000 retainage and approximately \$47,000 additional expenses at this point in time. Fire Territory Attorney Andrew Grossnickle, City Engineer James Emans and Mayor Thallemer have been involved with the situation. Once Mayor Thallemer has reviewed the letter to Mosaic, Chief Wilson will provide a copy to the Board Members. Chief Wilson indicated the minor issues include the bathroom floor drain, completion of outside stone work, an area separation wall between the living quarters area from the gear room area, electrical problems with the overhead doors, and popping breakers in the equipment bay for the air compressor system for the truck ventilation.

BABY BOX - A question was raised regarding the installation date for the baby box. Chief Wilson indicated the contractor has been notified but no installation date has been set.

MEETING REVIEW –

NO ITEMS CARRIED FORWARD

NO VISITORS’ QUESTIONS AND COMMENTS


A list of today’s guests is attached.

ADJOURNMENT –

Mayor Thallemer entertained a motion to adjourn. Board Member Stackhouse made the motion to adjourn; seconded by Board Member Nash. No further discussion. All members present were in favor.


ATTEST:



Shirley Fetrow, Recording Secretary


Mike Klondaris, Board Member


Jeanie Stackhouse, Board Member


Gordon Nash, Board Member


Brandon Schmitt, Board Member


Dr. Joseph Thallemer, Board Member